



**DEPARTMENT OF PERSONNEL**

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**MEMO PERD #41/04 - Amended**  
November 22, 2004

TO: Designees for Rules Distribution

JEANNE GREENE, Director  
Department of Personnel

SUBJECT: REVISED CHAPTER 284 ADOPTED TEMPORARY REGULATIONS

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The Department of Personnel recently distributed copies of the temporary regulations that became effective on November 9, 2004. Unfortunately, the regulations related to the rights of employees reemployed pursuant to SB 37 of the 1999 Legislative Session did not reflect the language adopted by the Personnel Commission. Please discard the temporary regulations previously distributed and replace them with the attached.

I am sorry for any inconvenience this may cause you. If you have any questions regarding the information provided in this memo, please contact Tracy Walters at (775) 684-0130 or at [twalters@dop.nv.gov](mailto:twalters@dop.nv.gov).

JG:sq

cc: Agency Personnel Liaisons  
Agency Personnel Representatives

**NAC 284.182 Adjustment and retention of pay progression date; restoration of date of appointment and pay progression date. (NRS 284.065, 284.155, 284.175)**

1. An employee receives a new pay progression date if he is:
  - (a) Promoted to a position that results in an increase of two grades or more; or
  - (b) Reinstated.
2. An employee retains his **current** pay progression date if he is:
  - (a) Promoted to a position that results in an increase of one grade;
  - (b) In a position that is reclassified to a higher class as a result of an individual classification study or an occupational study;
  - (c) Transferred to a position without receiving an increase in grade;
  - (d) Reappointed to a position at a grade that he formerly held;
  - (e) Reemployed and has remained continuously employed **or who is reemployed pursuant to SB 37 of the 1999 Legislative Session**; or
  - (f) Demoted.
3. If a person who is eligible for military reemployment is reemployed, he retains the pay progression date held when he separated from this State for his service in the military.
4. If an employee was promoted but is being restored to his former position pursuant to the provisions of NAC 284.462, the date of appointment and pay progression date of the former position must be restored.
5. Except as otherwise provided in this subsection, an employee's pay progression date must be adjusted:
  - (a) To equal 1 year of full-time equivalent service for an employee who changes from full-time employment to part-time employment or from part-time employment to full-time employment; or
  - (b) On a day-for-day basis for the amount of time the employee:
    - (1) **Was separated from State service if the employee is** reemployed within 1 year after the date on which he was laid off or received a seasonal separation.
    - (2) **Was separated from State service if the employee is** a person with a permanent disability arising from a disability related to work who is reemployed within 1 year after the date on which he sustained the permanent disability as determined pursuant to NAC 284.6013.
    - (3) **Was on leave without pay or catastrophic leave if the employee is:**
      - (I) A nonexempt employee who is on leave without pay, or on catastrophic leave, in excess of 240 hours; or
      - (II) An exempt classified employee who is on leave without pay, or on catastrophic leave, in excess of 30 working days,in a year, except for leave without pay for a work-related injury or illness pursuant to NRS 281.390 or on a military leave of absence pursuant to NRS 284.359 or a leave of absence without pay during a fiscal emergency pursuant to NAC 284.580. **If the total hours of leave without pay or catastrophic leave exceeding 240 hours is less than one full-time equivalent day for the pay class designation, an adjustment will not be made for those hours.** An employee whose base hours are more than 80 hours biweekly must be allotted additional leave without pay and catastrophic leave in proportion to the base hours for his pay class designation. As used in this subparagraph, "year" means a period equal to 12 months of full-time equivalent service measured backward from the employee's pay progression date. **If the employee continues to be on leave of absence without pay or catastrophic leave on his pay progression date, an adjustment will be made to his pay progression date once he returns to work.**

**6. Paragraph (e) of subsection 2 becomes effective upon approval of the Personnel Commission and filing with the Secretary of State and applies retroactively to January 1, 2000.**

[Personnel Div., Rule III part § G, eff. 8-11-73]—(NAC A by Dep't of Personnel, 10-26-84; 8-28-85; 5-27-86; 8-22-86; 4-19-88; 7-21-89; 10-18-89; 3-27-92; 7-6-92; 9-16-92; 11-16-95; 3-1-96; 10-27-97; 10-27-97; R043-99, 9-27-99; R147-01, 1-22-2002; A by Personnel Comm'n by R182-03, 1-27-2004)

**NAC 284.210 Differential rate of pay for qualifying shift.** (NRS 284.065, 284.155, 284.175)

1. As used in this section:
  - (a) "Differential rate of pay" means an adjustment in pay equivalent to an additional 5 percent of an employee's normal rate of pay.
  - (b) "Qualifying shift" means a period of work of 8 hours or more, of which 4 hours must fall between the hours of 6 p.m. and 7 a.m. *A "qualifying shift" includes a shift of 8 hours that is reduced to 7 hours due to daylight savings time.*
2. An employee is eligible for the differential rate of pay if he works in a unit which provides services requiring multiple shifts within a 24-hour period and he is:
  - (a) A nonexempt employee in the classified service who works:
    - (1) A qualifying shift; or
    - (2) Any shift of at least 8 hours that is other than a qualifying shift plus 4 or more hours between 6 p.m. and 7 a.m. In such cases, an employee must receive the differential rate of pay for only the hours worked between 6 p.m. and 7 a.m.
  - (b) An exempt classified employee assigned to a qualifying shift. In such cases, an employee must receive the differential rate of pay for all his regularly scheduled hours of employment on that workday.
3. If an employee is assigned to a qualifying shift when he is on paid leave or a holiday occurs, he must receive the differential rate of pay for that shift.
4. *An employee assigned to a qualifying shift who is not in paid status for the entire shift must receive the differential rate of pay for the portion of the shift the employee is in paid status.*
5. A nonexempt employee in the classified service who works overtime pursuant to NRS 284.180 in conjunction with a qualifying shift must be paid overtime at the differential rate of pay.

[Personnel Div., Rule III § I, eff. 8-11-73; A 7-3-76]—(NAC A by Dep't of Personnel, eff. 12-17-87; 7-21-89; 3-23-94; 10-27-97; R031-98, 4-17-98; A by Personnel Comm'n by R065-98, 7-24-98; A by Dep't of Personnel by R098-99, 9-27-99; R147-01, 1-22-2002; A by Personnel Comm'n by R069-02, 8-14-2002)

**NAC 284.282 Longevity pay: Particular circumstances.** (NRS 284.065, 284.155, 284.175, 284.345, 284.355, 284.3626)

1. Except as otherwise provided in NAC 284.580 for a leave of absence without pay during a fiscal emergency, an employee who is on leave without pay or catastrophic leave, or any combination of both, for the entire 6-month period of qualification is not entitled to longevity pay for that period.
2. The payment for longevity pay for a full-time employee will not be prorated pursuant to NAC 284.278 if:
  - (a) He is an exempt classified employee or exempt unclassified employee and he uses an amount of leave without pay or catastrophic leave, or any combination of both, that equals 30 days or less in a calendar year; or
  - (b) He is a nonexempt employee, the base hours established for his pay class designation are 40 hours per week or 80 hours biweekly and he uses 240 hours or less of leave without pay or catastrophic leave, or any combination of both, in a calendar year.
3. If the base hours established for a pay class designation exceed 40 hours per week or 80 hours biweekly, an employee in that pay class designation must be allotted leave without pay and

catastrophic leave in proportion to his base hours and full-time equivalency. The longevity pay of such an employee will not be prorated unless his use of leave without pay and catastrophic leave proportionally exceeds the limits set forth in subsections 2 and 4.

4. A part-time employee must be allotted leave without pay and catastrophic leave in proportion to his base hours and the full-time equivalency for his pay class designation. The longevity pay of such an employee will not be prorated unless his use of leave without pay and catastrophic leave proportionally exceeds the limit set for a full-time employee in his pay class designation pursuant to subsection 2.
5. An employee who retires pursuant to the provisions of chapter 286 of NRS or who dies during the 6-month qualifying period is eligible for longevity pay according to the applicable formula in NAC 284.278.
6. An employee who is laid off and is rehired within 1 year after the date of layoff *or who is reemployed pursuant to SB 37 of the 1999 Legislative Session* is eligible for the longevity pay he would have earned if he had not been laid off. The longevity pay must be calculated as if the employee had been on leave without pay pursuant to subsection 2.
7. A person with a permanent disability arising from a disability related to work who is reemployed following a separation from state service within 1 year after the date on which he sustained the permanent disability as determined pursuant to NAC 284.6013 is eligible for the longevity pay he would have earned if he had not been separated from state service. The longevity pay of such an employee must be calculated as if the employee had been on leave without pay pursuant to subsection 2.
8. An employee is eligible to earn service credit for the calculation of longevity pay when he is receiving benefits for a temporary total disability pursuant to chapters 616A to 616D, inclusive, or chapter 617 of NRS and he uses accrued sick leave, accrued annual leave or accrued compensatory time to meet the difference between his normal pay and the benefits he receives. Such an employee ceases to earn service credit for the calculation of longevity pay when he is placed on a leave of absence without pay or catastrophic leave.
9. Service in a seasonal position must be credited toward the calculation of longevity pay if the employee is employed on December 31 and June 30 and if the requirements for eligibility for longevity pay have been met. If an employee in a seasonal position is not on the payroll on those two dates and he is reemployed within 12 months, the employee is entitled to receive prorated longevity pay for his service during the previous longevity period.
10. If a person is on leave of absence without pay for military service pursuant to NRS 284.359 or is reemployed within 90 days after the military service, the time during which he was not in paid status because of his military service will be counted as service credit for the calculation of longevity pay. The person is eligible for longevity pay for the time he is in paid status in accordance with the provisions of subsection 2.
11. If a nonclassified employee or an employee covered by NRS 284.022 is appointed without a break in service to the classified or unclassified service, the previous time served is counted for the purpose of calculating longevity pay, but the employee is not eligible for any retroactive longevity pay.
12. *This regulation becomes effective upon approval of the Personnel Commission and filing with the Secretary of State and applies retroactively to January 1, 2000.*

[Personnel Div., Rule III § M subsec. 7, eff. 9-6-74; A and renumbered as subsec. 6, 2-5-82]—(NAC A by Dep't of Personnel, 10-26-84; 12-17-87; 7-14-88; 7-21-89; 9-13-91; 9-16-92; 11-12-93; 3-23-94; 7-1-94; 11-16-95; 3-1-96; 10-27-97; R031-98, 4-17-98; R147-01, 1-22-2002)

**NAC284.490 Reimbursement or prepayment for training or education. (NRS 284.343)**

1. If an employee receives approval to take training or education that he requested to take, including, without limitation, a course or workshop:
  - (a) The employing agency may reimburse the employee for the expense of the training or education only after his successful completion of the training; or
  - (b) The employing agency may elect to prepay the cost of the training or education.
2. An employing agency may enter into an agreement with an employee requiring the employee to repay any money paid to him or on his behalf for the cost of training or education if:
  - (a) The employee fails to complete the training successfully; or
  - (b) Within 1 year after the successful completion of training or education that is not required by his job, the employee terminates his employment with the agency.

Any repayment from wages owed **by the employee** must not be taken from any payment for overtime owed to the employee and must not reduce the pay of the employee below the minimum wage required by federal law.
3. For the purposes of this section, "successful completion of training and education" means:
  - (a) Receiving a grade of C or better;
  - (b) Receiving a passing grade if the students are designated only as passing or failing the course;
  - (c) Receiving a certificate of completion; or
  - (d) Receiving other evidence of completion as predetermined by the appointing authority.

[Personnel Div., Rule X § D, eff. 1-18-82]—(NAC A by Dep't of Personnel, 10-26-84; R082-00, 8-2-2000)

**NAC 284.5405 Annual leave: Credit upon reinstatement, rehiring, reemployment or transfer. (NRS 284.065, 284.155, 284.345, 284.350)**

1. Except as otherwise provided in this section, any employee who returns to state service following a separation is eligible to accrue annual leave based on his total service with the State after he has completed 3 years of continuous service. The employee must requalify after each break in service.
2. An employee who is rehired within 1 year after being laid off **or who is reemployed pursuant to SB 37 of the 1999 Legislative Session** accrues annual leave at a rate based on his total state service. He may use his annual leave immediately upon accruing it if he has completed **a total of 6 months** of employment.
3. An employee with a permanent disability arising from a disability related to work who is reemployed following a separation from state service within 1 year after the date on which he sustained the permanent disability as determined pursuant to NAC 284.6013 accrues annual leave at a rate based on his total state service. He may use his annual leave immediately upon accruing it if he has completed 6 months of employment.
4. An employee who is rehired within 1 year after being laid off is entitled to buy back the balance of the annual leave for which he received payment in a lump sum on the date of the layoff. The rate of pay at which he is rehired applies to the buying back of annual leave.
5. An employee with a permanent disability arising from a disability related to work who is reemployed following a separation from state service within 1 year after the date on which he sustained the permanent disability as determined pursuant to NAC 284.6013 is entitled to buy back the balance of the annual leave for which he received payment in a lump sum at the time of separation. The rate of pay at which he is reemployed applies to the buying back of annual leave.
6. If an employee who was laid off before completing 6 months of employment is rehired within 1 year after his layoff, the amount of the unpaid annual leave he had earned before the layoff must be restored to him.
7. If a person eligible for military reemployment is reemployed, he accrues annual leave at the rate which he would have earned if he had not left state service.

8. If an employee is appointed without a break in service from a position under one appointing authority to a position under another appointing authority, the balance of his annual leave is charged to the agency to which he is appointed.
9. If a nonclassified employee, an unclassified employee of the University and Community College System of Nevada, or an employee included in the State Personnel System pursuant to NRS 284.022 is appointed without a break in service to the classified or unclassified service, his annual leave must be recomputed to reflect the amount that would have accrued to him as a classified or unclassified employee less any annual leave which he used during his nonclassified, University, or governmental agency employment, and the remaining balance will be transferred to the new appointment. The amount of annual leave transferred by the employee pursuant to this subsection may not exceed the maximum amount which is permitted by the classified or unclassified rate of accrual as set forth in NRS 284.350 and NAC 284.538. The agency to which the employee is appointed is not responsible for payment of any annual leave in excess of the amount which is transferable. It is the responsibility of the employee who is transferring annual leave to seek payment of any excess amount of annual leave remaining to his credit from his former employer.

***10. This regulation becomes effective upon approval of the Personnel Commission and filing with the Secretary of State and applies retroactively to January 1, 2000.***

(Added to NAC by Dep't of Personnel, eff. 10-26-84; A 8-28-85; 4-19-88; 3-27-92; 11-12-93; 3-1-96; R031-98, 4-17-98; A by Personnel Comm'n by R096-03, 10-30-2003)

**NAC 284.598 Breaks in continuous service. (NRS 284.065, 284.155)** The following are not breaks in continuous service:

1. Authorized military leave for active service if the person is reemployed within 90 calendar days after an honorable discharge from military service.
2. Separation because of layoff if a former employee is ***reemployed*** :
  - (a) ***Within*** 1 year after the date he was laid off; ***or***
  - (b) ***Pursuant to SB 37 of the 1999 Legislative Session.***
3. Reemployment of a seasonal employee within 1 year after the end of the previous seasonal appointment.
4. Separation because an employee sustained a permanent disability arising from a disability related to work, if the former employee was reemployed not later than 1 year after the date on which he sustained the permanent disability as determined pursuant to NAC 284.6013.
5. ***This regulation becomes effective upon approval of the Personnel Commission and filing with the Secretary of State and applies retroactively to January 1, 2000.***

[Personnel Div., Rule VII § H, eff. 8-11-73; A 7-3-76]—(NAC A by Dep't of Personnel, 8-26-83; 4-19-88; 3-1-96)

effective date must be determined by the appointing authority and must be based on the date on which the request should reasonably have been submitted. A retroactive adjustment must not exceed 6 months from the date on which the Department of Personnel receives the request.

4. An adjustment of steps which is made pursuant to subparagraph (1) of paragraph (a) of subsection 1 may be revoked when:
  - (a) The recruiting problem which caused the adjustment was due to the geographical location of the position; and
  - (b) The employee transfers to an area where a recruiting problem does not exist.

The employee must be placed at the step he would have received if he had not received the adjustment.

(Added to NAC by Dep't of Personnel, eff. 8-14-90; A 7-1-94; R197-99, 1-26-2000; R147-01, 1-22-2002; R015-02, 5-2-2002)

**NAC 284.206 Special adjustments to pay. (NRS 284.065, 284.155, 284.175)**

1. The Department of Personnel may approve a special adjustment to the pay of an employee pursuant to this section. A request for a special adjustment to pay may be initiated by an employee, the appointing authority or the Department of Personnel. A special adjustment to pay does not constitute a promotion.
2. An employee may receive a special adjustment to pay equivalent to 5 percent of the employee's base rate of pay during any period in which:
  - (a) The employee works out of his class on a continuing basis and performs essentially all the duties and responsibilities of a position classified at a higher grade. To receive the increase, the employee must be assigned duties and responsibilities of the higher grade which are clearly demonstrated in the class specification and carry out the duties and responsibilities for at least 16 consecutive workdays before the increase becomes effective. The adjustment to pay pursuant to this paragraph is effective retroactively, commencing on the date on which the employee assumed the additional duties and responsibilities. The adjustment to pay must not continue for more than 6 months in any 12-month period unless:
    - (1) The employee is underfilling a position pursuant to NAC 284.437 and recruitment has failed to produce a sufficient number of applicants on the appropriate list.
    - (2) The duties and responsibilities that the employee has been carrying out have been assumed from one or more positions that have not been authorized to be filled because of a hiring freeze or fiscal emergency. A hiring freeze or fiscal emergency must be certified by the Chief of the Budget Division of the Department of Administration or, in the case of an agency that does not receive money from the State General Fund or the University and Community College System of Nevada, certified by the administrator of that agency or the System.
    - (3) The appointing authority submits a written request to the Director of the Department of Personnel accompanied by documentation justifying an extension of the 6-month period and certifies that money is available to pay for the continuation of the special adjustment to pay. The Director may authorize the continuation of the special adjustment to pay after receiving the request and documentation and determining that

the extension of the 6-month period is a business necessity and in the best interest of the State.

- (b) The employee is required to use bilingual skills or sign language for the deaf at least 10 percent of his work time.
- (c) The employee is supervising other employees of the same or a higher grade if the supervision:
  - (1) Is not part of the supervision or management responsibilities for a program that is provided for in the class specification; and
  - (2) Includes, without limitation, selection, work assignment, training, work review, performance evaluation and discipline of employees.
- (d) The employee is required regularly to perform custodial work and clean up human bodily waste in a medical, clinical or inpatient facility.
- (e) Except as otherwise provided in this paragraph, the employee is conducting a formal training program for employees. The training program must:
  - (1) Be conducted weekly;
  - (2) Consist of training on the job and in the classroom or training only in the classroom;
  - (3) Include a test to determine the employees' progress in the program; and
  - (4) Result in the award of a certificate of completion or advancement in a class series to the journey level.

If an adjustment to pay is granted pursuant to this paragraph, the adjustment begins when the employee starts conducting the training program and ends when the training program is completed. An adjustment will not be granted if the duty to conduct training is clearly set forth in the class specification. Informal orientation given to new employees will not be considered for this special adjustment.

- (f) The employee, if employed as a law enforcement officer, is assigned to motorcycle duty.
- (g) The employee, if employed by the Department of Corrections, is responsible for the supervision of a group of inmates assigned to a work area of an institution and who is responsible for implementing security procedures, including, without limitation:
  - (1) Securing the work area from inmates who are not authorized to enter the work area;
  - (2) Accounting for all inmates who have been assigned to the work area; and
  - (3) Accounting for all materials, tools and equipment in the work area.

The adjustment to pay pursuant to this paragraph will be granted only if such duties are not provided for in the class specification.

- (h) The employee is authorized by the Legislature to receive such an adjustment to his pay.
3. An employee may receive a special adjustment to pay if he occupies a position in which the duties have been recognized through the classification process as being at a higher level, but who does not meet the minimum qualifications for the class. The special adjustment to the employee's pay must be equivalent to 2.5 percent of the employee's base rate of pay if the employee performs duties classified one grade higher than his current position, or 5 percent of the employee's base rate of pay if the employee performs duties classified two or more grades higher than his current



## ADJUSTMENT OF GRIEVANCES

### **NRS 284.384 states, “Adjustment of certain grievances: Regulations; appeal to Employee-Management Committee; representation of employee**

1. The Commission shall adopt regulations which provide for the adjustment of grievances for which a hearing is not provided by NRS 284.165, 284.245, 284.3629, 284.376 or 284.390. Any grievance for which a hearing is not provided by NRS 284.165, 284.245, 284.3629, 284.376 or 284.390 is subject to adjustment pursuant to this section.
2. The regulations must provide procedures for:
  - (a) Consideration and adjustment of the grievance within the agency in which it arose.
  - (b) Submission to the Employee-Management Committee for a final decision if the employee is still dissatisfied with the resolution of the dispute.
3. The regulations must include provisions for:
  - (a) Submitting each proposed resolution of a dispute which has a fiscal effect to the Budget Division of the Department of Administration for a determination by that Division whether the resolution is feasible on the basis of its fiscal effects; and
  - (b) Making the resolution binding.
4. Any grievance which is subject to adjustment pursuant to this section may be appealed to the Employee-Management Committee for a final decision.
5. The employee may represent himself at any hearing regarding a grievance which is subject to adjustment pursuant to this section or be represented by an attorney or other person of the employee’s own choosing.
6. As used in this section, “grievance” means an act, omission or occurrence which an employee who has attained permanent status feels constitutes an injustice relating to any condition arising out of the relationship between an employer and an employee, including, but not limited to, compensation, working hours, working conditions, membership in an organization of employees or the interpretation of any law, regulation or disagreement.”

### **NRS 241.033 states in part, “Closed meeting to consider character, misconduct, competence or health of person: Written notice to person required; exception; copy of record.**

1. A public body shall not hold a meeting to consider the character, alleged misconduct, professional competence, or physical or mental health of any person unless it has given written notice to that person of the time and place of the meeting. Except as otherwise provided in subsection 2, the written notice must be:
  - (a) Delivered personally to that person at least 5 working days before the meeting; or
  - (b) Sent by certified mail to the last known address of that person at least 21 working days before the meeting.

A public body must receive proof of service of the notice required by this subsection before such a meeting may be held.”

**NAC 284.658 “Grievance” defined. (NRS 284.065, 284.155, 284.384)**

1. As used in NAC 284.341 and 284.658 to 284.697, inclusive, a “grievance” means an act, omission or occurrence which a permanent employee feels constitutes an injustice relating to any condition arising out of the relationship between an employer and an employee, including, but not limited to, compensation, working hours, working conditions, membership in an organization of employees or the interpretation of any law, regulation or disagreement. The act, omission or occurrence must be established with factual information including, but not limited to, the date, time and place of the act, omission or occurrence and the names of other persons involved.
2. For the purposes of NAC 284.341 and 284.658 to 284.697, inclusive, the term “grievance” does not include any grievance for which a hearing is provided by NRS 284.165, 284.376 or 284.390.

[Personnel Div., Rule XV part § A, eff. 8-11-73; A 6-9-74; 2-5-82]—(NAC A by Dep’t of Personnel, 8-28-85; 10-18-89; 8-1-91; 3-27-92; R082-00, 8-2-2000)

**NAC 284.662 Providing assistance to employee. (NRS 284.065, 284.155, 284.384)**

1. An employee filing for a review of a grievance may be assisted or represented by any person of his choosing, if the person agrees to act in this capacity, at any step of the procedure except the initial informal discussion with his immediate supervisor.
2. If the assistant is a state employee, he may only assist on his own time.
3. An employee may not be discriminated against in recruitment, examination, appointment, training, promotion, retention, classification, or any other personnel action for informally seeking or formally filing a request to have his grievance reviewed, testifying on behalf of another employee, helping another employee prepare a grievance report, or acting as a representative of any employee requesting a review of a grievance.
4. To assist in resolving an employee’s grievance, the resources and consultation available from the Department of Personnel and the personnel offices of the agency must be made available to all parties.

[Personnel Div., Rule XV part § A, eff. 8-11-73; A 6-9-74; 2-5-82]—(NAC A by Dep’t of Personnel, 10-26-84; A by Personnel Comm’n by R096-03, 10-30-2003)

**NAC 284.678 Statement of grievance: Contents; time to file. (NRS 284.065, 284.155, 284.384)**

1. Except as otherwise provided in subsection 3, an employee who feels aggrieved and wishes to file a formal grievance must submit his grievance in writing to his immediate supervisor on the official form, or in a letter if the official form is not available, within 20 working days after the date of the origin of the grievance or the date the employee learns of the problem. The parties should make every effort to resolve the grievance through informal discussions within these 20 working days.
2. If the employee submits a letter, it must include:
  - (a) His name;
  - (b) His most recent date of hire;
  - (c) His position;
  - (d) His department, division and section;
  - (e) His mailing address;
  - (f) His business telephone number;